

## SW Region's "Eye on Training" is on "Leadership"

This "Eye on Training" focuses on Leadership Training, including mandatory requirements identified for Supervisors and Managers.

Army's Training Policy and Guidance Memorandums include:



[Action Officer Development](#)  
[Civilian Leader Development](#)  
[Mandatory New Manager's Training](#)  
[Supervisory Training](#)  
[Training for Team Leaders](#)

### Action Officer Development Course (AODC)

*On-Line Interactive Training*

The AODC covers organization and management; conducting completed staff work; managing time and priorities; conducting meetings and interviews; solving problems and making decisions; communications; writing to the Army Standard; coordinating; conducting briefings; and ethics. This course is approximately 21 course hours in length.

Click here for [Enrollment information](#)

### Supervisory Development Course (SDC)

*On-Line Interactive Training*

#### **ST 5001, Managing and Leading.**

This course provides techniques for managing work and leading people. Management and leadership processes include planning, organizing, coordinating, directing, and controlling. It also includes lessons on delegating authority, problem solving, communicating effectively, and ethics.

#### **ST 5002, Human Resources Management.**

This course provides training to enable a supervisor to use personnel management and training procedures to ensure mission accomplishment and subordinates' professional growth. It includes lessons on position classification, staffing, human resources development, performance management, awards, discipline, and labor relations.

Click here for [Enrollment information](#)

### Organizational Leadership for Executives (OLE)

*ACTEDS Funding Shortfall for OLE*



We received information that the centrally funded account for students to attend OLE has been reduced. During FY06, we expect approximately 60 percent of the allocated space of OLE to be centrally funded. Check here for the [FY07 OLE schedule](#)

### Manager Development Course (MDC)

*On-Line Interactive Training*

This course includes lessons in organizational culture; time management; objectives and plans; problem solving and decision making; planning, programming and budgeting; manpower management; communications; information technology applications; the Army Environmental Program; equal employment opportunity; professional ethics; internal management control; and Army family team building. This course is 20 correspondence course hours.

Click here for [Enrollment information](#)



### Important Notes

To register, enroll, and receive credit for course completions for AODC, SDC, and MCD, students must:

- Have an [Army Correspondence Course Program](#) (ACCP) user-id and password.
- Be formally enrolled through the ACCP.
- Receive a passing score on the examination.
- Provide a copy of the course completion certificate or grade report to their local Training POC.

### Leadership Education and Development (LEAD)

*On-Site Resident Training*

LEAD teaches supervisors how to assess their own effectiveness; assess employee and team effectiveness; motivate and influence employees; communicate effectively; conduct counseling; resolve conflicts; develop strategies to create fully functioning teams; make effective decisions; and explain the effect of values on individual and team effectiveness. The Supervisory Development Course must be completed prior to enrollment in LEAD. To apply, students need to submit their Supervisor Development Course certificate of completion to their CPAC and a completed DD 1556. Contact your servicing Civilian Personnel Advisory Center (CPAC) for class dates and location.

The DD Form 1556 is [available here](#).  
Visit the [CLTD webpage](#) for more information.

For more information, contact the SW Region HRDD Leadership Representative:

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## Customer Feedback

Your feedback and comments are valuable to us.



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